Commonwealth of Massachusetts
Executive Office of Public Safety & Security
Office of Grants & Research

State Fiscal Year 2020
2020 Senator Charles E. Shannon, Jr. Community Safety Initiative (CSI)
Shannon CSI Statewide Research Partner
Availability of Grant Funds

Charles D. Baker
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Karyn E. Polito
Lieutenant Governor

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Secretary

Kevin J. Stanton
Executive Director

Commonwealth of Massachusetts
Executive Office of Public Safety and Security
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Availability of Grant Funds (AGF)
2020 Senator Charles E. Shannon, Jr. Community Safety Initiative
Shannon CSI Statewide Research Partner

PROGRAM OVERVIEW

The Executive Office of Public Safety and Security's (EOPSS) Office of Grants & Research (OGR) is responsible for administering the Senator Charles E. Shannon Jr., Community Safety Initiative (Shannon CSI) Grant Program. The Shannon CSI Grant Program is authorized by Chapter 41 of the Massachusetts Acts of 2019, An Act Making Appropriations for the Fiscal Year 2020.

The Shannon CSI Grant Program incorporates the key elements of the Office of Juvenile Justice and Delinquency Prevention (OJJDP) Comprehensive Gang Model.[1] Grant funding, oversight, and technical assistance support regional and multi-disciplinary approaches to *combat gang violence* through coordinated prevention and intervention, law enforcement, prosecution, and reintegration programs. The Statewide Research Partner (SRP) assists all funded Shannon CSI sites, Local Action Research Partners (LARPs), and OGR by providing strategic, analytic, and research support.

Contents of this AGF:

SECTION 1 - IMPORTANT HIGHLIGHTS

1.1 Key Dates:

AGF Posted:	Monday, May 4, 2020
Letter of Intent/Questions due:	Friday, May 8, 2020
Proposals due:	Monday, May 18, 2020, no later than 4:00 pm
Award Announcements Anticipated:	On or about May 22, 2020
Anticipated Grant Period:	On or about July 1, 2020 through June 30, 2021

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[1] For more information on the OJJDP Comprehensive Gang Model, see: www.nationalgangcenter.gov/Comprehensive-Gang-Model

1.2 Eligibility

- Public and quasi-public entities or not-for-profit research entities in Massachusetts established to fulfill a primary public purpose may apply.
  Please note this award is contingent upon the legislature providing FY21 Shannon funding in July 2020

1.3 Total Funding Available

- EOPSS will make one award (maximum $200,000).

- Applicants should provide budgets for twelve (12) months of funding.

- Not more than 10% of the total grant amount requested may be for administration of the program.

1.4 Project Duration

- The anticipated funding cycle for projects will begin on **July 1, 2020 and end June 30, 2021**. Due to funding limitations, EOPSS may award full funding, partial funding, or no funding.

1.5 Purpose

- The SRP will assist the OGR, Shannon CSI site program directors, LARPs, steering committees, and funded program partners by providing strategic thinking, critical analysis, and continuous feedback to improve or maintain program operations and ensure that goals of the funded Shannon CSI programs are within scope, on schedule, and within budget.

1.6 Letter of Intent and Application Questions

- Applicants intending to apply for the FY2020 Shannon SRP AGF must email a non-binding letter of intent by **May 8, 2020**. Email letters to:

    Emily Fontaine
    Emily.fontaine@mass.gov

1.7 Application Questions

- OGR will accept written questions regarding this AGF until **May 8, 2020.** Submit questions via email to: Emily.fontaine@mass.gov
- Responses to all questions will be posted no later than **May 13, 2020** at: https://www.mass.gov/service-details/justice-and-prevention-grants. *Responses will not be provided for questions submitted after* **May 8, 2020.**

SECTION 2 - GRANT COMPLIANCE DETAILS

2.1 Fund Disbursement
- The SRP will receive 50% of their award upon the execution of the 2020 SRP contract. The remaining 50% of the award will be distributed within 60 days of the execution of the 2020 SRP contract.

2.2 Project Duration
- Applicants should apply for one year of funding. The anticipated funding cycle for projects will begin on or about **July 1, 2020 and end June 30, 2021.**

2.3 Sub-recipient Requirements
- Sub-recipients must abide by the grant requirements below, as well as the OGR Sub-recipient Grant Conditions to be provided at the time of contracting.

2.3.1 Grants Management
- OGR sub-recipient grant conditions must be signed and dated.

- Submission of satisfactory, accurate, and timely programmatic and quarterly financial reports is required.

- Cooperation during OGR monitoring endeavors, including site visits, desk reviews, and attendance at technical assistance meetings are expected.

- All costs paid with grant funds must be direct and specific to the implementation of the Shannon CSI SRP funded project (see Table 1 and Table 2 for detailed allowable and unallowable cost descriptions).

- Supplanting of funds is strictly prohibited. Funds for projects and services provided through this grant are intended to supplement, not supplant, other state or local funding sources.

2.3.2 Procurement
- Grant recipients choosing to further sub-grant to an implementing agency or an independent contractor, all or any part of the amount of the Shannon CSI SRP grant award, shall include the provisions of the OGR Standard Grant Conditions and enter into a written contract or Memorandum of Understanding (MOU) with the implementing agency or independent contractor. A copy of the executed contract or MOU must be submitted to OGR for the official grant file.

- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and non-profit entities and the Operational Services Division (OSD) Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are consistent with M.G.L. Ch. 30B procedures.

2.3.2 Procurement (continued)

- It is the responsibility of the sub-recipient to report alleged waste, fraud, or abuse including any alleged violations, serious irregularities, sensitive issues, or overt or covert acts involving the use of public funds in a manner not consistent with related laws and regulations or appropriate guidelines for purposes of the grant. Reports should be made to the Offices of the Massachusetts Inspector General or State Auditor.

  > Office of the Inspector General
  > John W. McCormack State Office Building
  > One Ashburton Place, Room 1311
  > Boston, MA 02108
  > 617-727-9140
  > MA-IGO-General-Mail@massmail.state.ma.us

  > Office of the State Auditor
  > Massachusetts State House, Room 230
  > Boston, MA 02133
  > 617-727-2075

  > www.mass.gov/auditor/report-fraud-and-waste.html

2.3.3 Other Requirements
The SRP will:

- Review and analyze Shannon CSI program reports and provide a summary to OGR on a bi-annual basis that will:
  - ➢ Update OGR on the progress of activities funded with Shannon CSI resources.
  - ➢ Update OGR on changes in Shannon CSI youth target populations (both those being served and trends in the environmental impacts on the target population).
  - ➢ Identify sites and specific programs whose progress reports need improvement, and provide appropriate feedback.
  - ➢ Identify sites and specific programs that have achieved significant success.
  - ➢ Identify sites and specific programs that are experiencing challenges in implementing activities successfully, and provide recommendations for resolution.

- Inform OGR, Shannon CSI site program directors, LARPs, funded program partners, and other program stakeholders as to emerging and relevant evidence-based and best practices research, specific to comprehensive, multi-disciplinary approaches, such as OJJDP's Comprehensive Gang Model. This information should be used to guide Shannon CSI program strategies.

- Assist OGR, Shannon CSI site program directors, and LARPs in assessing the reliability of the individual risk assessment tool to be used for identifying at-risk and high-risk youth participating in the Shannon CSI funded programs.

- Assist Shannon CSI site program directors *without* LARPs in researching, developing, and implementing community risk assessments, based on the OJJDP model, to be used for identifying strategies or gaps in services needed to address the community-specific *gang violence problem*.

- Present recommendations and proposed suggestions to OGR based on:
  - ➢ Outcomes and performance of the funded Shannon CSI programs
  - ➢ Knowledge gained from research and evaluation literature
  - At a minimum, recommendations should:
    - ➢ Suggest improvements to services
    - ➢ Improve communication and collaboration among OGR, Shannon CSI program directors, LARPs, and other Shannon CSI stakeholders
    - ➢ Identify gaps in Shannon CSI programming
    - ➢ Determine emerging trends based on empirical research
    - ➢ Advance means of data collection
  - All recommendations should be communicated to OGR via the bi-annual reports.

- Be responsible for producing the following:
  - **One-page brief** summarizing the impact of (1) Shannon CSI statewide and (2) each individual Shannon CSI site. The SRP must develop recommendations for the format and contents of the information about the Shannon sites for the one-page briefs. Components of the one-page briefs may include: outline the funded partners, allocation of funds for each of the five core elements in the Comprehensive Gang Model, contextual data on youth and gang violence (e.g., number of gangs in each Shannon CSI site, percentage of gang members under 25, crimes committed, etc.), program successes, outputs (i.e., number of youth served and services provided), and analyses of trends and crime data. These reports shall be provided to OGR formatted with Microsoft Publisher, or other publishing software agreed upon with OGR, by February 2021. *Applicant will be required to provide a work plan outlining the necessary steps and corresponding dates to complete the briefs by February 2021. This work plan should be included within Additional Material (Attachment F).*
    - ➢ **Brief Assembly**: Print and assemble the one-page brief packets. Brief packets will include, at a minimum, 150 copies of each brief, stuffed into the statewide brief, folder style. Anticipated cost range: $600-$1200. Anticipated assembly time: 2 hours, 4 people. Please be sure *to include this estimated cost within the application budget.*

2.3.3 Other Requirements (continued)

- **Comprehensive written report** which summarizes relevant historical trend data on the Shannon program to date; uses quantitative analyses to demonstrate the impacts activities representing the five core elements of the Comprehensive Gang Model in each Shannon CSI sites; details successes and challenges faced by the Shannon CSI communities and recommendations for improvement. This report shall be provided to OGR by May 31, 2021.

- Provide and/or facilitate technical assistance for OGR, Shannon CSI site program directors, LARPs, and funded program partners on relevant topics such as, but not limited to, use and implementation of individual and community risk assessment tools, Google Docs platform, etc., on an as-needed basis.

- Provide additional creative research ideas to incorporate into the briefs and/or the site reports to provide more measurable outcomes and anecdotal data.

- CODVID-19: Applicants must explain how they can assist with helping sites during COVID-19 restrictions. The applicant must also address that they will have the ability to perform this role if they are a university and classes do not reconvene in September. Can most of the research be done remotely?

- Track and follow up directly with sites to ensure required NIBRS data are submitted and are timely.

- Attend all scheduled technical meetings or other trainings deemed mandatory by OGR.

- Submit complete and accurate programmatic and financial reports to OGR by the submission due date.

SECTION 3 - APPLICATION PROCESS

3.1 Application Instructions
Acceptable applications will use:
- Templates for Attachments A-E
- Format should be typed, single-spaced, 12-point font with one-inch margins
- Paperclips to affix applications

3.2 Required Sections
3.2.1 Cover Page (Attachment A)
- Complete with *Program Manager* name and contact information for the individual acting as the SRP even if that individual is operating as a contractor.
- Submit a scanned copy, via email attachment, of the signed document and submit a hard copy, signed and dated in **BLUE INK**, via U.S. Mail.

The application will be invalid unless an authorized official from the applicant agency has signed and dated the cover page.

3.2.2 Program Narrative (Attachment B)
- ***Program Strategy***

  1. **Action Research**
     - Explain the methods the SRP applicant will use to provide strategic, analytic, technical, and research support when assisting OGR, the Shannon CSI sites, LARPs, funded partners, Shannon CSI sites without LARPs, and other stakeholders in improving or maintaining the Shannon CSI program and outcomes.
       - ➢ How will data be collected and analyzed?
       - ➢ How will this information be communicated to relevant stakeholders?
     - How will the SRP applicant inform OGR, the Shannon CSI sites, funded partners, LARPs, Shannon CSI sites without LARPs, and other stakeholders as to emerging and relevant evidence-based and best practices research, specific to comprehensive, multi-disciplinary approaches like OJJDP's Comprehensive Gang Model?
       - ➢ What methodology/steps will be used for collecting, organizing, and archiving this information for ease of accessibility for all stakeholders?
     - How will the SRP applicant present recommendations and proposed suggestions (as outlined in *Other Requirements*) to OGR, the Shannon CSI sites, LARPS, Shannon CSI sites without LARPs, and funded partners?
     - How will the SRP applicant will track and ensure Shannon CSI sites are submitting accurate and timely NIBRS data for program analysis.

  2. **Shannon CSI SRP Collaboration Efforts**
     Collaboration efforts with Shannon CSI LARPs and OGR:

     - ➢ Explain how the SRP applicant will coordinate regular communications to the LARPs and OGR. Regular communications include, but are not limited to:
       - ➢Requests for updates on LARP activities and the activities of the Shannon CSI sites

➢ Discuss relevant LARP issues and/or topic ideas to be covered at up to two semi-annual meetings hosted by the SRP with the LARPs, Shannon CSI sites, funded partners, and OGR in attendance.

➢ Make sure to explain how the topics within "Other Requirements" will be addressed and implemented if not already addressed elsewhere.

Collaboration efforts with Shannon CSI sites without a LARP:
➢ Detail the capacity and staff that will be allocated to specifically work as the LARP for Shannon CSI sites without LARPs. Shannon CSI communities that do not have a LARP during FY2020/2021 include, but could change given unforeseen events:
  ➢ Pittsfield
  ➢ Taunton/Attleboro
➢ Discuss the frequency by which the SRP applicant will perform regular visits/communications with the Shannon CSI sites without LARPs to discuss any relevant issues or provide technical assistance.
➢ Explain how the SRP applicant will coordinate regular communications. Regular communications include, but are not limited to:
  ➢ Requests for updates on Shannon CSI site and funded partner activities
  ➢ Updates to the Shannon CSI site directors on any reporting or programmatic implementation concerns identified through the quarterly progress reports

3. **Individual Risk Assessments**
   Assessing the reliability of the individual risk assessment tool:
   • Explain how the SRP applicant would assess the reliability of the individual risk assessment tool during the early stages of implementation.
   • Explain how the SRP applicant will use information gleaned from the assessment to adjust implementation of the individual risk assessment tool and/or the tool itself.
   • Explain how the SRP applicant will share feedback to sites on ways to enhance the implementation of the individual risk assessment tool.

4. **Google Docs Reporting**
   • Explain how the SRP applicant will assist OGR, Shannon CSI site directors, LARPs, Shannon CSI sites without LARPs, and funded partners to ensure timely and accurate quarterly programmatic reporting within the Google Docs platform. Explanations should include:

3.2.2 Program Narrative (Attachment B) (continued)

> How the SRP applicant will assist with review and validation of the data, and liaise with OGR, Shannon CSI site, Shannon CSI sites without LARPs, and funded partners.
> How the SRP applicant will provide technical assistance related to the Google Docs platform (i.e., periodic check-ins, scheduled meetings, etc.) for OGR, Shannon CSI sites, Shannon CSI sites without LARPs, and funded partners.
> How the SRP applicant will assist OGR in development and maintenance of the Google Docs reporting forms.

3.2.3 Budget Excel Workbook (Attachment C)

This section outlines the budget necessary to implement the applicant's proposed strategy. Applicants must:

- **Submit a *twelve*-month budget.**
- Utilize *Attachment C* to document the proposed costs for each allowable cost category *(see Table 1 and Table 2)*. Estimated costs must be identified.

SRP applicants must be the entity that intends on acting as the SRP. Applications cannot be submitted on behalf of an SRP applicant with the intention of **contracting out 100% of the SRP funds**.

3.2.4 Budget Narrative (Attachment D)

Submit a Budget Narrative to provide additional details for budget expenditures. The budget narrative should further indicate how each budget line item links to the applicant's proposed strategy *(see Table 1 and Table 2)*. Activities and programs referenced in the proposed strategy should be outlined in the Budget Narrative to be considered for funding.

SRP applicants must be the entity that intends on acting as the SRP. Applications cannot be submitted on behalf of an SRP applicant with the intention of **contracting out 100% of the SRP funds**.

Table 1. Allowable cost categories.

Allowable Budget Cost Categories	Explanation of Allowable Costs
Personnel	• Full or part-time regular salaried employees working on the grant.
Fringe	• Employer Fringe benefits requested to be paid by this grant can be based on either: 1) actual known paid costs for each benefit category, or 2) an established formula applied to the base salary numbers shown above broken out by the benefit category. Fringe benefits are for the personnel listed in the Personnel budget category and only for the percentage of time devoted to the project. You may also include employer paid payroll taxes here as a separate cost.
Contract/Consultants	• Consultant or contractor fees. • The maximum rate for consultants is $650 for an eight hour day or $81.25 per hour (excluding travel and subsistence costs). Any request for compensation over $650 per day requires prior written approval by OGR. • Contracts – a competitive process based on the agencies procurement policy should be followed when procuring contracted services. • ***Contract salary, fringe benefit, travel, and other costs should follow instructions within direct salary, fringe benefit, travel, and other costs category.***
Local Travel	• Travel directly related to the purpose of the grant. • In-state travel costs associated with the grant shall include mileage rates not in excess of $0.45 per mile, as well as the actual costs of tolls and parking.
Equipment (communication, IT, etc.)	• Tangible, non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.
Supplies	• General supplies required for project or office (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).,
Other	• Items (e.g., rent costs, telephone costs, reproduction costs, training material costs, 10% grant administration costs). • Printing costs. • Direct and/or support service costs relevant to the proposed project that cannot be listed within the personnel, fringe, consultants/contracts, travel and/or supplies cost category can be included in the "Other" cost category. Please be sure to itemize each cost type and detail as to how the amount budgeted was calculated.

Table 2. Unallowable cost categories.

Unallowable Budget Cost Categories	Explanation of Unallowable Costs
Other	• No grant funds may be spent for construction, office furniture, or other like purchases. • No grant funds may be spent for food or beverages for any meeting, conference, training, or other event.

3.2.5 Contractor Authorized Signatory Listing (Attachment E)
Complete this form as instructed.

3.3 Additional Material (Optional -Attachment F)
Applicants may attach any additional material that may be helpful to reviewers, including but not limited to cooperative agreements or letters of support to demonstrate collaboration, and press clippings or survey results that illustrate the community crime problems, etc.

Applicants should be aware that evaluation will be based primarily on the information provided in the application, with additional material used only to clarify or augment points made in the application. Please note that additional material will not be returned.

3.4 Review Process, Submission Process and Deadline

Grant Review Process:
Grant applications will be subject to a **competitive review process** and all proposals will be numerically assessed based on the following factors:
- **Program Narrative/Project Design** including organization's proven experience, capacity and expertise in subject matter, and clear concept as to how the "other requirements" and deliverables will be completed: 30 points
- Quality of the proposed approach and the degree to which the proposal reflects careful consideration of the possible implementation challenges related to **Action Research, Collaboration Efforts, Individual Risk Assessments,** and **Google Docs Reporting**: 30 points
- Reasonable and cost effective **Budget** demonstrating allowable costs and compliance with state rules: 30 points
- Ability to follow **Submission Procedures** (adherence to rules and guidelines for submitting this grant, such as original signatures, submitting required attachments, not exceeding page limits, completed required sections/forms, etc.) : 10 points

Submission Requirements:
Completed electronic applications must be emailed to Emily Fontaine at
emily.fontaine@mass.gov **by** 4**:00pm on May 18, 2020. Any page requiring a signature (e.g., Attachment A – Cover Page) must be scanned and submitted separately, so that the authorized signature is evident on the signature page.**

> **ONE ORIGINAL** and **TWO COPIES** of the completed application must also be mailed to:
> > The Executive Office of Public Safety and Security
> > c/o Emily Fontaine
> > Office of Grants and Research
> > Ten Park Plaza, Suite 3720-A
> > Boston, MA 02116

PLEASE DO NOT HAND DELIVER APPLICATIONS. *Faxed proposals will **not** be accepted.*

SECTION 4 - NOTIFICATION OF AWARDS

All funding decisions are at the discretion of the Secretary of Public Safety and Security. It is anticipated that grant awards will be announced on or about **May 22, 2020.**

SECTION 5 - PROPOSAL CHECKLIST

- ☐ Cover Page *(Attachment A)*

- ☐ Program Narrative (*Attachment B)*

- ☐ Budget Excel Workbook *(Attachment C)*

- ☐ Budget Narrative *(Attachment D)*

- ☐ Contractor Authorized Signatory Listing *(Attachment E)*

- ☐ Additional Material *(Optional-Attachment F)*